

# BEST PRACTICE CATALOG

Project Title: **EXCEPTION REPORTING FORM**

Function Category: ☒ PATIENT-FOCUSED   ☐ ORGANIZATION   ☐ STRUCTURES

Subcategory: **Care of Patients**

Heading: **Medication Use**

Key Word(s): **Reporting form**

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Hospital: **Metropolitan State Hospital**

Purpose: **To identify and report deviations from the approved state psychopharmacology standards.**

Brief Description: **The pharmacist routinely reviews all medication orders. When the pharmacist determines that an order for medication falls outside the guidelines (e.g., dosage exceeded guideline, polypharmacy, etc.), he/she will generate an Exception Reporting Form (ERF) within 3 working days. The copies of ERF will be distributed as followed: 1 copy is kept at the pharmacy (Drug Information), 1 copy is sent to the prescribing physician, and 1 copy is sent to Therapeutic Review Committee (TRC) of the hospital. Upon receipt of the ERF the prescribing physician can change the dose of medication to comply with the state guidelines or wait for a Therapeutic Review Committee evaluation and recommendation.**

Selection Basis/Criteria:

**The following items are available regarding this Best Practice:**

☐ Photographs   ☐ Video Tape   ☐ Drawings   ☐ Manual

☐ Other : \_\_\_\_\_

DATE SUBMITTED: **October, 13, 1998**